



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Scott Doubet
Subject: Technical Vacancy
Date: May 9, 2006

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement **Wednesday, May 10, 2006**, in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, May 16, 2006**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Karon Hamrick or Karla Gathard at 217/782-5594.

RS IV

Appraisal Manager
Division of Highways
Region 2/District 3
Ottawa

Attachments
32018

Resumes **must be received** by the Bureau of Personnel Management, Room 110, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/782-0931) by 4:30 p.m. on **Tuesday, May 16, 2006**. Please include address, daytime phone and position for which applying if not already listed on applications or resume. Applicants will be notified in writing to schedule interviews. **NOTE: Applications will be accepted from qualified permanent DOT employees only.**



Illinois Department of Transportation

Position Summary Sheet

An Equal Opportunity Employer

Classification: Realty Specialist IV
Position Title: Appraisal Manager
Position Number: PW944-23-53-301-20-01
Salary Range: \$3,800 - \$6,950

IPR#: 32018

Appointee:

Name _____

Salary _____

Effective Date _____

Office Use Only

Office/Central Bureau/District:

Highways/Ottawa/Region 2/District 3/Program Development

Description Of Duties:

This position is accountable for providing appraisal services for all land and interest in land acquired by the district; and for managing the activities involved in regulating signboards adjacent to state and federal highways.

Special Qualifications:***The following criteria is required:***

- Valid driver's license
- Travel within district/region

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of four years of college including course work in engineering and real estate
- Four years experience in real estate appraisal, negotiation, property management or relocation assistance
- Strong oral and written communication skills

Remarks:

Please limit application and/or resume to two pages.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE: March 14, 2006

POSITION: Appraisal Manager-RS IV

APPROVED BY: Dan Mestelle

DIVISION: Highways/District 3
Program Development

POSITION CODE NO.: PW944-23-53-301-20-01

REPORTS TO: Land Acquisition Engineer

POSITION PURPOSE:

This position is accountable for providing appraisal services for all land and interest in land acquired by the district; and for managing the activities involved in regulating signboards adjacent to state and federal highways.

DIMENSIONS:

Subordinate Personnel: 2
Number of Fee Appraisers: 5 to 15
Number of Parcels Appraised Annually: 150 to 350
Staff Appraisals Annually: 50 to 100
Appraisals Reviewed Annually: 100 to 300
Number of Location Cost Studies Annually: 50 to 100
District Construction Program Annually: 60 to 200 Million
Number of Sign Permits Issued Annually: 75 to 100
Sign Removals Annually: 10 to 20

NATURE AND SCOPE:

This position reports to the District Land Acquisition Engineer as do the Acquisition Manager, Condemnation Engineer, Plats and Plans Manager, Chief of Surveys, and an Executive Secretary I. Reporting to this position are the Appraisal Specialist and Staff Appraiser.

It is necessary that the activities directed by this position be completed before other bureaus within Program Development and sections within Land Acquisition can begin or complete their work. In that regard it is of paramount importance that time constraints be met. This position also has much economic impact to the state and individual whose property is being acquired as it makes independent decisions for acceptance of appraisals.

The more typical problems of this position are: establishing and maintaining effective communications with the staff and fee appraisers, insure that appraisals on a project are properly documented based upon current market conditions and represent a just compensation to the property owner while also being fair to the purchasing authority; resolving questions and complaints from property owners and/or their attorneys concerning appraisal valuations and sign enforcement with tact, the enforcement of all regulations of the Highway Advertising Control Act in order to eliminate the possibility of loss of federal funds due to non-compliance, skill and diplomacy to insure good public relations, continually motivating subordinates toward a goal of presenting appraisals which will maximize negotiation efficiency and minimize eminent domain proceedings. The greatest challenge is scheduling and expediting the district appraisal program to insure subsequent dependent functions are not delayed and scheduled construction letting dates are met.

The incumbent schedules and assigns the sections resources and continually monitors progress of the district appraisal and special programs. The incumbent considers title reports, right of way and construction plans to fully understand the affect the project will have on properties. He/she will minimize or prevent any special or unusual appraisal problems and insure that sound judgement has been used and proper appraisal procedures followed during the appraisal process. He/she must instruct and train subordinates. He/she establishes approximate fees

for contract assignments, has final authority when additional or revised appraisals should be obtained and makes recommendations on administrative settlements. He/she testifies as expert witness in eminent domain proceedings and acts as real estate advisor to Special Assistant Attorneys General in eminent domain proceedings. He/she responds to various correspondence, prepares special presentations, and maintains supervisory records.

This position is governed by established policies and procedures of the Department of Transportation, Title II and III of the Uniform Act, the Federal Highway Administration, the Uniform Standards of Professional Appraisal Practice, and the laws of eminent domain as related to appraisals and expert testimony that may be permitted in eminent domain. The incumbent has broad freedom in scheduling workloads, appraisal problem solving and in determination of appraisal valuations used as a basis for negotiations. He/she gives advice and recommendations for administrative settlements and unresolved complaints from property owners. He/she has authority to recommend hiring, firing, and salary increases for section technical personnel.

The incumbent must closely coordinate his schedule with the Plats and Plans Section and the Acquisition Section to insure that the activities meet their schedules in a timely and efficient manner. This position confers with various Central Bureau of Land Acquisition personnel, maintains liaison with other district bureaus and works with Special Assistant Attorney Generals on highly complex problems to verify that proper appraisal techniques have been performed and to alert them of potential appraisal problems. He/she meets with land owners, their attorneys or representatives concerning valuations. He/she continually maintains contact with district-wide realtors to maintain awareness of changing market conditions.

The incumbent also serves as the Local Public Agency liaison and is responsible for monitoring and assisting the local agencies to assure compliance to Title II and III of the Uniform Act when federal funds are included in the local project. The primary responsibility of this function is review and certification.

The effectiveness of this position is measured by the timely completion of schedules to insure construction lettings are not delayed; by the number of Federal Highway Administration citations; by response of land owners to appraised valuation during the negotiation process; by the number of complaints regarding appraiser conduct and/or valuations; and to assure that all regulations concerning signs are properly enforced.

PRINCIPAL ACCOUNTABILITIES:

1. Accomplish the appraisal work to avoid delaying construction contract lettings.
2. Insure that all appraisals prepared and reviewed are according to the applicable regulations and that the valuation is fair and just compensation.
3. Responsible for adherence and implementation of statutes in relation to Highway Advertising Control Act.
4. Responsible for providing expertise. Certification-review and acceptance to various Local Public Agencies engaged in the acquisition of right of way.
5. Performs all duties in a manner conducive to the fair and equitable treatment of all employees
6. Perform reviews and offer recommendations to Special Assistant Attorney's General in eminent domain cases. Serve as an expert witness as needed.